

LEGAL AND DEMOCRATIC SERVICES

COMMITTEE DECISION SHEET

AUDIT, RISK AND SCRUTINY COMMITTEE - TUESDAY, 8 MAY 2018

Please let the Committee Officer know as soon as possible if you do not agree with any action proposed in this decision sheet. These are decisions of the Committee and there is an expectation that action will be taken. If for any reason it is apparent that you will not be able to act on these instructions in full or in part or that there will be a delay, please let the Committee Officer know as it may be necessary to advise the Committee or seek further instructions from the Committee.

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| 1 | <u>Change to the Agenda</u> | <u>The Committee resolved:</u> to agree to take item 7.17 (Fleet and transport MOT issues) after item 7.7 (Inspection Report of Aberdeen Crematorium by the Inspector of Crematoria) on the agenda. | | |
| 1.1 | <u>Determination of Urgent Business</u> | <u>The Committee resolved:</u> to note that there were no items of urgent business. | | |
| 2.1 | <u>Determination of Exempt Business</u> | <u>The Committee resolved:</u> in terms of Section 50(A)(4) of the Local Government (Scotland) Act 1973, to exclude the press and public from the meeting for item 8.1 so as to avoid disclosure of exempt information of the class described in paragraph 6. | | |
| 3.1 | <u>Members are requested to intimate any declarations of interest</u> | <u>The Committee resolved:</u> (i) to note that Councillor Duncan declared an interest in item 7.4 (ALEO Assurance Hub) by virtue of her position as a Board member for | | |

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| | | <p>Aberdeen Performing Arts, she considered that the nature of her interest did not require her to leave the meeting at that item on the agenda; and</p> <p>(ii) to note that Councillor Graham declared an interest in item 7.4 (ALEO Assurance Hub) by virtue of his position as Director of Sport Aberdeen, he considered that the nature of his interest did not require him to leave the meeting at that item on the agenda.</p> | | |
| 4.1 | <u>Committee Business Planner</u> | <u>The Committee resolved:</u> to note the content of the Committee Business Planner. | | |
| 5.1 | <u>Request for Deputation</u> | <u>The Committee resolved:</u> to note that there were no requests. | | |
| 6.1 | <u>Minute of Meeting of 22 February 2018</u> | <u>The Committee resolved:</u> to approve the minute as a correct record. | | |
| 7.1 | <u>Unaudited Annual Accounts 2017/18</u> | <p><u>The Committee resolved:</u></p> <p>(i) in response to a question from the Convener relating to the City Region Deal and whether the delays with the city fibre network had been taken into account within the accounts, to note that the Interim Chief Officer Finance would liaise with the Service and provide a response to the Committee;</p> <p>(ii) in response to a question from the Convener relating to remuneration</p> | Finance | S Buthlay |

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| | | <p>bands and the difference between the figures from the previous year and how many was attributed to exit packages, to note that the Interim Chief Officer Finance would liaise with colleagues and provide a response to the Committee;</p> <p>(iii) to note the thanks offered to all those involved with the accounts process, specifically members of the finance team for the work undertaken to get the unaudited accounts before the Committee;</p> <p>(iv) to approve the Annual Governance Statement as included in the Council's unaudited Annual Accounts for the financial year 2017/18;</p> <p>(v) to note that following the meeting, the Council's and the registered charities unaudited Annual Accounts would be finalised, signed and submitted to Audit Scotland;</p> <p>(vi) to note that this Committee on 26 June 2018 would receive the Council's audited accounts for consideration and approval prior to their signature by the Director of Resources, Chief Executive and a Council Leader;</p> <p>(vii) to note that this Committee on 26 June would receive the external auditor's report on the annual accounts for debate and consideration and that the report would set out the auditor's findings and conclusions, highlight the significant issues arising</p> | | |

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| | | <p>from the audit of the annual accounts and inform Members of the proposed audit opinion in advance of the accounts being certified; and</p> <p>(viii) to note that this Committee would receive the audited Annual Accounts for the registered charities for consideration and approval prior to their signature along with the associated external auditor's report.</p> | | |
| 7.2 | <u>Internal Audit Progress Report - IA/18/006</u> | The Committee resolved: to note the content of the report. | Internal Audit | D Hughes |
| 7.3 | <u>Format of Internal Audit Reports - IA/18/008</u> | The Committee resolved: to instruct the Chief Internal Auditor to proceed with option 2 as presented in the report so that the Internal Auditor would continue to produce fully detailed reports for management with graded recommendations and no overall report grading, with a longer more detailed executive summary, with the full report being presented to this Committee. | Internal Audit | D Hughes |
| 7.4 | <u>ALEO Assurance Hub - GOV/18/004</u> | The Committee resolved: (i) in relation to questions from members regarding the General Data Protection Regulations and whether ALEO's were fully prepared, to note that ALEO's were assessed in March and that a further assessment would be undertaken and presented in the report before the Committee in September 2018; | Governance | I Robertson |

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| | | <p>(ii) in relation to a question from Councillor Duncan regarding Bon Accord Care and the percentage of Board members that were female, to request the Head of Commercial and Procurement Services to re state the importance of moving towards gender equality with Bon Accord Care;</p> <p>(iii) in relation to a question from Councillor Duncan regarding Bon Accord Care and the reason why they felt that a Scheme of Delegation was not required, to note that the legal team within Commercial and Procurement Services would be discussing this further with Bon Accord Care during the ongoing Service Level Agreement Review;</p> <p>(iv) in relation to a question from Councillor Duncan regarding Sport Aberdeen and the comparison of the overall risk assessment with other ALEO's, to note that there had been a negative movement on the risk rating from the previous report which had taken into account the complexity of implementing GDPR and the merger of Garthdee Alpine Sports and Adventure Aberdeen into Sport Aberdeen;</p> <p>(v) in relation to a question from Councillor Duncan regarding Aberdeen Heat and Power and the current process for appointing a Chief Executive Officer, to note that</p> | | |

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| | | <p>interviews had been scheduled and that officers were in regular contact with the ALEO regarding the matter;</p> <p>(vi) to note the level of assurance provided by each ALEO on risk management, financial management and governance;</p> <p>(vii) to note the future oversight arrangements for each ALEO and to further note that this had been predicted on the level of risk to the Council and the level of assurance provided by the ALEO; and</p> <p>(viii) to note that Assurance Hub Officers and ALEO Service Leads would discuss any outstanding issues with representatives of each ALEO with a view to improving the assessment ratings at the next Hub meeting.</p> | | |
| 7.5 | <u>Protective Monitoring - CUS/18/007</u> | <p><u>The Committee resolved:</u></p> <p>(i) in relation to a question from the Vice Convener regarding the implications if elected members were found to be in breach in the ICT Acceptable Use Policy, to note that the Councillor's Code of Conduct specifies that members must abide to the Council's ICT Acceptable Use Policy and that any breaches would be reported, and appropriate action taken; and</p> <p>(ii) to approve the suite of documents relating to Protective Monitoring as presented in the report.</p> | Customer – Digital and Technology | N Hogg |

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| 7.6 | <u>SPSO Decisions and Inspector of Crematoria Complaint Decisions - CUS/18/006</u> | <p><u>The Committee resolved:</u></p> <p>(i) in relation to a question from Councillor Duncan regarding the Scottish Welfare Fund and whether the misinterpretation of the guidance during the application process related to the information not being recorded correctly or whether the process had not been followed, to note that it was the way in which the information had been recoded and that additional guidance had been provided to staff; and</p> <p>(ii) to otherwise note the content of the report.</p> | Customer | L McKenzie |
| 7.7 | <u>Inspection Report of Aberdeen Crematorium by the Inspector of Crematoria - OPE/18/012</u> | <p><u>The Committee resolved:</u></p> <p>(i) in relation to questions from members regarding the forthcoming refurbishment to the chapel and office accommodation located at the Crematorium, to note that alternative arrangements for holding services were being investigated and the information would be shared with all funeral directors and where appropriate the fees would reflect the alternative arrangements;</p> <p>(ii) to note the thanks offered to staff for their hard work in making the improvements at the Crematorium especially under difficult circumstances which resulted in a positive inspection report; and</p> <p>(iii) to otherwise note the content of the inspection report as appended to the</p> | Operations and Protective Services | S Shaw/ G Keith |

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| | | report. | | |
| 7.17 | <u>Fleet and Transport MOT Issues - OPE/18/024</u> | <p>The Committee resolved:</p> <p>(i) to note the report and that the Corporate Investigation Team had been instructed to carry out an internal investigation of Fleet Services;</p> <p>(ii) to instruct the Chief Operating Officer to report back to this Committee within two committee cycles, following the completion of the investigation and following consideration of the matter being concluded by the Operational Delivery Committee; and</p> <p>(iii) to note the additional information provided in relation to the incident.</p> | Operations and Protective Services | M Reilly/ W Whyte |
| 7.8 | <u>Integration Joint Board - Integration and Change Funding - IA/AC/18/07</u> | <p>The Committee resolved:</p> <p>to note the content of the report.</p> | Internal Audit | D Hughes |
| 7.9 | <u>Financial Ledger System - IA/AC/18/12</u> | <p>The Committee resolved:</p> <p>to note the content of the report and endorse the recommendations for improvement as agreed by the Service.</p> | Internal Audit/ Finance | D Hughes/ C Smith G Stubbins |
| 7.10 | <u>PECOS - IA/AC/18/20</u> | <p>The Committee resolved:</p> <p>to note the content of the report and endorse the recommendations for improvement as agreed by the Service.</p> | Internal Audit/ Finance | D Hughes/ C Smith G Stubbins |
| 7.11 | <u>Out of Authority Placements - IA/AC/18/26</u> | <p>The Committee resolved:</p> <p>(i) in relation to a question from Councillor Duncan regarding the recommendation that the Service review the impact of the changes</p> | Internal Audit/ Integrated Children's & Family Services | D Hughes/ A Donaldson E Sheppard |

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| | | <p>made as a result of the Inclusion Review to determine the impact on out of authority placements and which Committee would receive this information, to note that the Lead Service Manager would provide an update to this Committee and to the Operational Delivery Committee within two cycles; and</p> <p>(iii) to otherwise note the content of the report and endorse the recommendations for improvement as agreed by the Service.</p> | | |
| 7.12 | <u>Capital Plan - IA/AC/1818</u> | <p><u>The Committee resolved:</u></p> <p>(i) in relation to a question from the Convener regarding the information provided for the Energy from Waste project and whether it had been reported via a Committee, to note that the Chief Officer Corporate Landlord would provide a response to the Committee;</p> <p>(ii) in relation to questions from members regarding the information provided for the Broad Street project to note the information provided by the Director of Resources; and</p> <p>(iii) to otherwise note the content of the report and endorse the recommendations for improvement as agreed by the Service.</p> | Corporate Landlord/ Internal Audit | S Booth/ D Hughes |
| 7.13 | <u>Homeless Person - Housing Support Budget - IA/AC/18/25</u> | <p><u>The Committee resolved:</u></p> <p>(i) in relation to questions from Councillor Graham regarding the</p> | Early Intervention & Community | A Nabulsi |

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| | | <p>recommendation to update the written procedures to reflect appropriate changes and the information provided relating to out of hours temporary accommodation given with no paperwork completed, to note that a Service update would be issued to provide details of the changes and the decision-making processes;</p> <p>(ii) in relation to a question from Councillor Lumsden regarding the number of void properties and the length of time to reallocate the properties, to request the Internal Auditor to include Void Properties into a future internal audit plan; and</p> <p>(iii) to otherwise note the content of the report and endorse the recommendations for improvement as agreed by the Service.</p> | <p>Empowerment</p> <p>Internal Audit</p> | <p>D Hughes</p> |
| 7.14 | <u>Care Management - IA/AC/18/28</u> | <p><u>The Committee resolved:</u></p> <p>(i) in relation to a question from Councillor Duncan regarding compliance with recording details in the CareFirst system, to note that the procedure notes had been updated, workshops for staff would be provided and specific training would be given to employees;</p> <p>(ii) in relation to a question from Councillor Duncan regarding how CareFirst could be improved for Self-Directed Support, to note that additional work was required to make improvements to the CareFirst system</p> | <p>Internal Audit/ ACHSCP</p> | <p>D Hughes/ C Duncan K Paton</p> |

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| | | (iii) in this area; and to otherwise note the content of the report and endorse the recommendations for improvement as agreed by the Service. | | |
| 7.15 | <u>External Audit, Interim Management Report</u> | <u>The Committee resolved:</u> to note the content of the interim report. | External Audit | A Shaw |
| 7.16 | <u>Internal Audit Follow Up on Agreed Recommendations - IA/18/007</u> | <u>The Committee resolved:</u> to note the content of the report and request all Services to undertake the work required to complete the outstanding audit recommendations. | All Directorates Internal Audit | All Directors/ All Chief Officers D Hughes |
| 8.1 | <u>Garthdee Alpine Sports</u> | <u>The Committee resolved:</u> to approve the recommendations contained in the report. | Commercial Procurement Services | C Innes A Watson |

If you require any further information about this decision sheet, please contact Karen Finch, tel 01224 522723 or email kfinch@aberdeencity.gov.uk